



DEPARTMENT OF PLANNING AND DEVELOPMENT

723 West Markham Street
Little Rock, Arkansas 72201-1334

Phone: (501) 371-4790 Fax: (501) 399-3435

APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS

1. Application Date: _____
2. Date of Public Hearing: _____ at 5:00 p.m.
3. Address of Property: _____
4. Legal Description of Property: _____

5. Property Owner (Printed Name, Address, Phone, Email): _____

6. Owner's Agent: (Printed Name, Address, Phone, Email): _____

7. Brief Project Description: _____

8. Estimated Cost of Improvements: _____
9. Zoning Classification: Is the proposed change a permitted use? Yes No
10. Signature of Owner or Agent: _____

(The owner will need to authorize any Agent or person representing the owner at the public hearing).

NOTE: Should there be changes during construction (design, materials, size, etc.) from the approved COA, applicant shall notify Commission staff and take appropriate actions. Approval by the Commission does not excuse applicant or property from compliance with other applicable codes, ordinances or policies of the city unless stated by the Commission or staff. Responsibility for identifying such codes, ordinances, or policies rests with the applicant, owner, or agent.

(This section to be completed by staff):

Little Rock Historic District Commission Action

___ Denied ___ Withdrawn ___ Approved ___ Approved with Conditions ___ See Attached Conditions

Staff Signature: _____ Date: _____



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Instructions for Filing for a Certificate of Appropriateness (COA)

1. The owner or authorized representative is required to file an **application** and a **cover letter**. See attached "Application for a Certificate of Appropriateness." The cover letter shall set forth the development rationale, the intent of the use and should include such information as is necessary to thoroughly inform the Commission on the issue. Return the completed form to Department of Planning and Development by the designated deadline.
2. The owner/applicant shall submit **one set of scaled drawings** on 24" x 36" **AND twelve (12) copies of the drawings** on 8½" x 14" or 11" x 17" for either:
 - A. **Existing Buildings**
 - (1) An accurate sketch, photograph or drawing of existing elevations where changes are proposed; plus a sketch or drawing of proposed changes.
 - (2) A description of materials for all exterior surfaces to be used including but not limited to foundation, walls, windows, doors, roof and exterior surfaces and details including sizes, manufacturer, model number, and color.
 - B. **New Construction**
 - (1) A scaled (1/4"=1" preferred) drawing of all elevations showing proposed appearance and its relationship to adjacent and nearby buildings.
 - (2) A description of materials for all exterior surfaces to be used including but not limited to foundation, walls, windows, doors, roof and exterior surfaces and details including sizes, manufacturer, model number, and color.
 - C. **Demolitions**

Submittals include but are not limited to the following:

 - (1) Copies of engineering reports to show soundness of structure.
 - (2) Copies of termite inspection to show infestation levels.
 - (3) Other engineering or professional reports to show cause for demolition.
 - (4) Other reports to demonstrate financial hardship.
 - D. **Materials to be used**

Samples of materials, brochures, pamphlets or other literature should be submitted with application.
 - E. **NOTE: All required documents for review must be submitted to staff no later than three (3) weeks before the meeting date.**
3. Before the meeting, the **applicant must perform the following**:
 - A. Post the subject property with a sign at least ten (10) days before the meeting. The sign, furnished at the time of application, must be placed at the front of the property to be seen from the street. If subject property is located on a corner or fronts two streets, **one sign must be posted on each**

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side to be viewed from both streets. If the sign is destroyed or torn down, applicant must obtain a replacement from the office.

- B. Give at least ten (10) days written notice of the time, place and date of the public hearing to all **recorded property owners (as certified by a licensed abstractor) within 150 feet**. Applicant is also responsible for notifying any property owners that they have knowledge of that are not reflected on the abstract company list.

- C. Notify property owners within 150' with the form "**Notice of Public Hearing**," which is attached or available from Staff. Send the required notice **by certified mail return receipt requested**. Address on the back of the PS Form 3811 Domestic Return Receipt shall be: "Historic District Commission, Planning and Development, 723 West Markham, Little Rock, Arkansas 72201-1334."

- D. The Affidavit at the bottom of the "**Notice of Public Hearing**," form must be signed before returning "Affidavit" to Staff.

The image shows the back of a United States Postal Service PS Form 3811 Domestic Return Receipt. The form is light green with a white border. At the top left, it says "UNITED STATES POSTAL SERVICE". At the top right, it says "First-Class Mail Postage & Fees Paid USPS Permit No. G-10". In the center, there is a box with the text: "• Sender: Please print your name, address, and ZIP+4 in this box •". Below this box, the address is printed in blue ink: "Historic District Commission", "Planning and Development", "723 West Markham", "Little Rock, AR 72201-1334". At the bottom, it says "Back of PS form 3811 with Staff address completed."

4. Five (5) business days prior to the meeting, **the applicant must submit** the following to staff:

- A. Green and white certified mail receipts (PS Form 3800 proof of mailing),
B. Certified listing of recorded property owners from abstract company,
C. List of owners notified and,
D. Copy of the completed public meeting notice and signed Affidavit.

5. The applicant or representative **must be present at the public hearing** in order to answer questions the Commission or interested parties may have. The Commission will not act upon your item unless the applicant or representative is present.

The image shows a blank PS Form 3800, August 2006. The form is green and white. At the top, it says "U.S. Postal Service™ CERTIFIED MAIL™ RECEIPT (Domestic Mail Only; No Insurance Coverage Provided)". Below this, it says "For delivery information visit our website at www.usps.com". In the center, there is a large "OFFICIAL USE" stamp. To the left of the stamp, there is a table with the following rows: "Postage", "Certified Fee", "Return Receipt Fee (Endorsement Required)", "Restricted Delivery Fee (Endorsement Required)", and "Total Postage & Fees". To the right of the stamp, there is a "Postmark Here" area. Below the stamp, there is a "Sent To" section with fields for "Street, Apt. No., or PO Box No.", "City, State, ZIP+4", and "PS Form 3800, August 2006". At the bottom, it says "See Reverse for Instructions".

6. The applicant or representative **must provide proof of ownership of the project property or documentation of the owner's consent to the submission of the application.**

- A. Provide proof of ownership or authorization to pursue a COA.
Valid forms proving ownership are: a current property tax bill, escrow letter, grant deed, deed of trust, mortgage statement, or tax assessment card showing ownership. Telephone bills, utility bills, or driver's licenses as proof of ownership are not acceptable.

- B. If Renting Property: Current lease or rental agreement AND a notarized statement from the property manager or property owner for you to pursue a COA.

7. **NON-COMPLIANCE WITH THE ABOVE MAY CAUSE AN APPLICATION TO BE WITHHELD UNTIL PROPERLY SUBMITTED AND MAY REQUIRE RENOTIFICATION OF PROPERTY OWNERS.**

IF THERE ARE QUESTIONS OR ADDITIONAL INFORMATION IS NEEDED,
CALL DEPARTMENT STAFF AT 371-4790.



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**NOTICE OF PUBLIC HEARING
BEFORE THE LITTLE ROCK HISTORIC DISTRICT COMMISSION
APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS TO OWNERS
OF LAND NEAR THE SUBJECT PROPERTY LOCATED AT**

Address: _____

General Location: _____

Owned by: _____

NOTICE IS HEREBY GIVEN THAT an application for a Certificate of Appropriateness on the
above described property requesting the following changes: _____

has been filed with the Department of Planning and Development. A **Public Hearing** on said application will be held by the Historic District Commission in the Board of Directors Chambers, City Hall, second floor, 500 W. Markham Street on (date)_____ at 5:00 p.m.

ALL PARTIES IN INTEREST MAY APPEAR and be heard at said time and place or may notify the Little Rock Historic District Commission of their views on this matter by letter. All persons interested in this request are invited to call or visit the Department of Planning and Development to review the application with Commission Staff.

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Instructions for applicant: Please return the completed form and signed affidavit, UN CUT, to staff no later than five (5) days prior to the public hearing. Mail the top portion "Notice of Public Hearing" to provide ten (10) days notice prior to the public hearing date.

AFFIDAVIT

I hereby certify that I have notified all the property owners as reflected on the abstract company list and all those that are not reflected on that list that I have knowledge of within 150 feet of the above-described property, that subject property is being considered for a Certificate of Appropriateness and that a Public Hearing will be held before the Little Rock Historic District Commission at the time and place described.

Applicant (owner or authorized representative): _____

Date: _____



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CERTIFICATE OF APPROPRIATENESS AUTHORIZATION OF REPRESENTATION STATEMENT

I, _____ do hereby authorize
Property owner (print)

_____ to represent me and my interests in an
Agent/representative name and business (print)

Application for a Certificate of Appropriateness on the following property described below. I have reviewed the proposed application and I have indicated so by initialing a copy of the submittals that are attached.

Street Address:

Title Holder's Signature

Date

Agent's Signature

Date

=====

Subscribed and sworn to me, a Notary Public on this _____ day of _____, _____.

Notary Public

My Commission Expires: _____